

6 November 1975

MEMORANDUM FOR: Executive Assistant, Office of Personnel

SUBJECT : Highlights of Activities for the Control Division
for the Week Ending 6 November 1975

I. Highlights of activities for this Division for this week are as follows:

STAT A. Mr. [] OTR/Senior Seminar Staff, was given a tabulation reflecting the GS-13 and above full-time permanent personnel by career service, race, sex and grade. This was to determine rates for those personnel being nominated for the senior and mid-career courses.

STAT B. Mr. [], ODDI/MGMT, was given the FY 75 separation rates for the Directorate for Intelligence sorted by office and sub-category.

STAT C. Ms. [] Career Trainee, was given the FY 75 professional promotee's average time-in-grade by career service and grade. This was to be used as a "Normal Group" for comparison against those employees who had gone through the Career Training Program.

STAT D. Mr. [] IG/IS, was given an on duty strength tabulation of the Directorate for Operations sorted by office and sub-category.

E. TRB/Position Control Section received the following pay adjustment changes:

GPA - effective 4 November
GAA - effective 7 November
GAB - effective 4 November
GPC - effective 7 November
WG, WL and WS - effective 26 October.

F. TRB/Position Control Section received the EP Pay Adjustment cards from OJCS. The cards for the other special classification salaries will be printed shortly.

ADMINISTRATIVE-INTERNAL USE ONLY

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G. Position Control Section received the January 1976 pay change notification (Form 560E) and they will be mailed out next week.

I. Qualifications Analysis Branch activities:

1. 9 Biographic Profiles were prepared;
2. 112 Biographic Profiles were updated;
3. 14 Biographic Profiles were furnished "As Is";
4. 6 Employee Files (54 lines) were coded;
5. 245 Cases (731 lines) - Coding updated;
6. 6,547 Sheets were xeroxed.

7. On 30 October Mr. [] of OJCS and Dr. [] of OTR met with Mr. [] of QAB to develop a new language data recording system. A method was developed compatible with OTR, OJCS, and QAB needs, and the revised system will be incorporated in the CENQUAL system. A new method was necessary because the system previously agreed on would not permit OTR to determine compensation for language achievement awards approved in the new program.

J. Training:

1. Mrs. [] - "Writing Better Reports" - 3 November.
2. Miss [] - "Employee Development Training Course for Office Workers" - 4 November.

K. Responses from office of primary interest in O/Pers on the use of the Social Security Numbers on forms were forwarded to Information Privacy Staff/ISAS for further review and accountability. Also forwarded were sample copies of Form 3837, Privacy Act Record of Inquiry and Data Released, and Form 3843, Privacy Act Accounting Disclosure, which are used in OP. (attached).

L. Received a request from DDA/RMO for an inventory of Word Processing Equipment in Op. (A copy of the inventory is attached.)

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M. Special Projects Report

Activity (1) - SSC Assignment profile of GS-15's and
above personnel by directorate
(Replies to 6 questions).

Activity (2) - HSC Preparation for D/Pers (or DDA)
hearing.

Activity (3) - Office of General Counsel - Contacts/

[REDACTED]

STAT

Branch: SRB

Personnel:

Activity (1)

Hours

Grade

10

GS-13

4

GS-12

4

GS-07

Branch: TRB

Personnel:

Activity (2)

10

GS-12

4

GS-05

Branch: TRB

Personnel:

Activity (3)

5

GS-09

5

GS-07

12

GS-06

2:30

GS-05

TOTAL HOURS

56:30

II. Anticipated goals for the next week:

A. C/SRB is scheduled to attend three meetings:

1. With Messrs. [REDACTED]

[REDACTED] to discuss changes in the Placement Progress Charts and other
SRB produced reports;

STAT

2. With Ms. [REDACTED]

Women's Advisory Panel, to
discuss the deletion and addition of reports for use by Ms. Patricia
[REDACTED] and the members of the WAP; and,

3. To brief the DDS&T/Management Information and Control

Systems (MIACS) Committee on the current availability of Personnel
data. This committee was formed by the DDS&T to look into developing
an integrated system of DDS&T computer systems. They are being
briefed by those components with data bases in OJCS to negate
duplication of records.

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B. SRB will complete the Senate Select Committee's request for assignment profiles of GS-15 and above personnel.

Chief, Control Division

STAT

Attachments

Distribution:

Orig & ~~X~~ - Addressee
1 - DD/Pers/P&C
1 - C/PMCD